

NEurope District
Expense Report

Name + Group name

Address

Phone number

Date of report

| <u>Expense Item</u> | <u>Date</u> | <u>Foreign</u> | <u>Exch rate</u> | <u>€ equiv</u> |
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Total claimed

Signature

ER Received by Treasurer

Payment made

Amount

Bank name

Please pay to my IBAN #

BIC Code

Notes:-

~ The BIC code is essential for me to be able to pay you -
 It looks like **BBRUBEBB**. 8 upper case letters.

- ~ Please use date format 25-Feb-02
- ~ Please give full item explanation of each item claimed
- ~ Please attach receipts for all items over €5
- ~ Please give EUR exch rate at the time you spent the money
- ~ You fill in boxes marked
- ~ Treasurers use only

Send Expense Reports with receipts to :-

Eugene van der Meer
Zomerlaan 9.
B-1500 Halle,
Belgium

Or by scanned docs (in PDF format!) via email to

dectreasurer@outlook.com